

PFCC Decision Report

Please ensure all sections below are completed

Report reference number: 108-21
Classification: Not protectively marked
Title of report: Violence & Vulnerability Community Safety Grants Programme 2021/22 & 2022/23
Area of county / stakeholders affected: Countywide
Report by: Samantha Grant & Kirsty Smith
Date of report: 20th July 2021
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1. Purpose of the report

- 1.1. To seek approval for the process for allocating up to £250,000 in small grants to community, voluntary and not for profit organisations across the county.
- 1.2. Within the 2021-22 V&V Joint Budget (which totals £1.8m), there is a budget of £150,000 allocated for small grants to help prevent and tackle serious violence, by supporting local community organisations and their work with children and young people at risk of or involved in serious youth violence.
- 1.3. Within the Community Safety Development Fund (CSDF), held by the PFCC office, there is a budget of £300,000 allocated for Community Safety projects which are for community projects that help to prevent and tackle crime and anti-social behaviour across the county. The proposal is to utilise £100,000 of this for the Violence & Vulnerability Community Safety Grants Programme 2021/22 & 2022/23.
- 1.4. The proposal is to combine the two amounts (£150,000 from V&V Joint Budget, and £100,000 from CSDF) for the Violence & Vulnerability Community Safety Grants Programme 2021/22 & 2022/23, so that £250,000 is available for grants to support work delivered between 1st December 2021 to 31st March 2023.

2. Recommendations

- 2.1. Agree that £100,000 from the CSDF and £150,000 from the V&V Joint Budget will be used as the Violence & Vulnerability Community Safety Grants Programme 2021/22 & 2022/23.

- 2.2. Also agree that this will be a grant programme over two financial years totalling £250,000 with wide reach across community organisations to address the drivers of serious violence and to support communities.
- 2.3. Approve the process for awarding grants from this fund as set out in this decision report. This process follows the agreed policy for CSDF. This process has also been consulted on with the Voice of Communities (VoC) workstream lead, the CEO of Essex Council for Voluntary Youth Services (ECVYS).

3. Benefits of the proposal

- 3.1. The funding and the process set out will enable extensive involvement from local community, voluntary and not for profit organisations. These organisations are recognised for their very good understanding of their local communities, their ability to deliver support and interventions effectively and their ability to have a positive impact on issues relating to crime and anti-social behaviour, violence and vulnerability, including gangs, 'county lines' and child criminal exploitation.

4. Background and proposal

- 4.1. That a Violence & Vulnerability Community Safety Grants Programme is launched the week beginning Monday 2nd August 2021, inviting community organisations and groups to submit applications for up to £20,000 for work with children and young people (with the main focus on children and young people up to 24 years old) at risk of or involved in serious violence, crime, anti-social behaviour, vulnerability, including gangs, 'county lines' and child criminal exploitation.
- 4.2. That the grants are for work between 1st December 2021 to 31st March 2023.
- 4.3. The information required in the application will be:
 - Details of the applying organisation: name, registered address company number, charity number and contact details
 - Description of the organisation and its purpose
 - Description of the proposal including expected aims and how they are directly delivering activities and interventions in communities that are clearly evidenced as supporting children and young people (up to 25 years old) involved in or at risk of serious violence
 - Evidence of need for proposal
 - Geographical location of support
 - Target audience including how the project will be accessible to the target audience
 - Ability to deliver within the required timeframe (1st December 2021 – 31st March 2023).
 - Sustainability of the project following expiry of funding
 - Cost of proposal
- 4.4. Applicants will be encouraged to include within the application letters of endorsement from Community Safety Partnerships.
- 4.5. Applications will be accepted from organisations that benefit society which include registered charities and community and interest companies (CIC).

- 4.6. When submitting an application, the following information will also be required for the purposes of due diligence
- Operating governing documents e.g. constitution
 - Most recent independently examined/audited accounts
 - Cash position at the time of application
 - Safeguarding policy
 - Compliance with GDPR policy
- 4.7. The announcement of this opportunity, and all accompanying information, will be placed on the Essex VVU website, PFCC website and shared through a range of other channels (including Community Safety Partnerships, Essex Council for Voluntary Youth Services, ECVYS).
- 4.8. The deadline for applications will be 20th September 2021.
- 4.9. The applications will be received by the VVU, Commissioning Team in the PFCC and the Voice of Communities workstream lead, the CEO of ECVYS. The PFCC office will acknowledge receipt of applications. The longlist of applications will then be shared for review and evaluation by a multi-agency panel, including voluntary sector partners.
- 4.10. Based on a recommended list from the multi-agency panel, a short list will be shared for due diligence checks including the points in section 4.6. This will be carried out by the PFCC office. These due diligence checks will be clearly evidenced using a checklist, (provided in Annex A).
- 4.11. The process outlined under points 4.9 and 4.10 follows the agreed policy for CSDF.
- 4.12. A decision sheet will then be prepared based on those from the panel's recommendations which have satisfactorily due diligence checks.
- 4.13. Successful organisations will be notified by the end of October 2021.
- 4.14. Successful applicants will be required to sign a grant agreement that outlines the terms of the grant. The funding agreement will include details of the criteria and upon return and acceptance of this grant agreement that funding will be awarded.
- 4.15. The grant agreement will include the frequency required to monitor the grant. This will be for reports on progress and outcomes to be submitted to the PFCC office on 18th February 2022; 5th April 2022; 5th July 2022; 5th October 2022; 5th January 2023; and 5th April 2023

5. Alternative options considered and rejected

- 5.1. The PFCC could opt not to allocate this funding, but that would reduce the likelihood of the V&V Partnership delivering on its work programme and the PFCC delivering on the Police and Crime Plan.
- 5.2. The PFCC could also allocate the funds in a different way though this would not align with the agreed programme as set out by the V&V Partnership and informed by the analysis and expertise of the Partnership.

6. Police and Crime Plan

- 6.1. This funding will enable community organisations to support the priorities within the Police and Crime Plan, including protecting children and vulnerable people from harm and tackling gangs and serious violence.

7. Police operational implications

- 7.1. Essex Police is well engaged with the work of the V&V Partnership.

8. Financial implications

- 8.1. The fund of £150,000 for V&V Community Grants, is within the 2021-22 Joint V&V Work Budget. The funding will be subject to the PFCC's standard funding agreement.
- 8.2. The Joint V&V Budget is made up of funding the PFCC receives from the Home Office of £1,160,000 Violence Reduction Unit (VRU) funding, a contribution from Essex County Council (£500,000) and investment from the PFCC's Community Safety Fund (£200,000).
- 8.3. The CSDF is a recurring line within the PFCC's annual budget. The PFCC will allocate £100,000 from the 2021-22 CSDF to the Violence & Vulnerability Community Safety Grants Programme, with outcomes reported in 2022-23.

9. Legal implications

- 9.1. No legal implications

10. Staffing implications

- 10.1. Employment of staff or sessional workers will be the responsibility of the relevant delivery organisation. No liability for the continuation of roles will be placed on the PFCC or other funders because of this grant funding.

11. Equality and Diversity implications

- 11.1. For the activities delivered through the grants, they will support and be accessible to all protected characteristics but are most likely to be targeted to young people who are profiled as being those most likely to be impacted by issues relating to county lines and gangs.
- 11.2. For the grant awards, monitoring arrangements will include the requirement to report on the number of children and young adults supported as well as steps taken to ensure offers of support are as accessible as possible.

12. Risks

- 12.1. If this programme were for activity up to April 2022 there is a risk that it would not be utilised, or that groups may be put off from applying due to the tight timescales. Bringing the V&V funds together with the CSDF to allow for longer funding over two financial years mitigates this risk.
- 12.2. There is still a risk that projects may not be able to deliver by 31st March 2023 and opportunities to make progress against the Police and Crime Plan and V&V work programme may be missed. This is mitigated by having a defined timeline,

with those supporting the work, fully sighted on, and expecting the work required to ensure grants can be issued in the time required.

- 12.3. The review of applications will consider the proposals in terms of their deliverability within the timescales.
- 12.4. Due diligence checks and a rigorous and independent evaluation process mitigate reputational risks to the PFCC or the VVU about providers working with potentially vulnerable individuals

13. Governance Boards

- 13.1. The Joint V&V Budget 2021-22 is discussed at various partnership boards, including the Violence and Vulnerability (V&V) Round Table, and V&V Operations Board as well as internal PFCC meetings. The overall approach to the Essex 2021/22 Violence and Vulnerability Work Programme has been signed-off by the Round Table.

The 2021/22 V&V Work Programme has been developed by the V&V Operations Board. The V&V Operations Board has responsibility for ensuring oversight of delivery of 2021/22 V&V Work Programme and appropriate reporting of progress to the V&V Round Table.

- 13.2. The CSDF is intended as a fund for community groups to support the Police and Crime Plan. By supporting the Violence & Vulnerability Community Safety Grants Programme, the CSDF is meeting these criteria. The remaining £200,000 will be allocated in the usual way and is subject to a separate decision sheet.

14. Background papers

Annex A – Due Diligence Checklist

Report Approval

The report will be signed off by the OPFCC Chief Executive and Treasurer prior to review and sign off by the PFCC / DPFCC.

Chief Executive / M.O. Sign: *D. Horsman*

Print: Darren Horsman - Deputy MO

Date: 27.7.2021

Chief Finance Officer / Treasurer Sign: *J. Berry*

Print: Julia Berry

Date: 30/07/2021

Publication

Is the report for publication? YES NO

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

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If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

Redaction

If the report is for publication, is redaction required:

1. Of Decision Sheet? YES NO
2. Of Appendix? N/a

If 'YES', please provide details of required redaction:

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.....

Date redaction carried out:

Treasurer / Chief Executive Sign Off – for Redactions only

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

Sign:

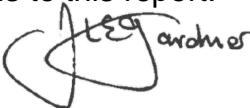
Print:

Chief Executive/Treasurer

Date signed:

Decision and Final Sign Off

I agree the recommendations to this report:

Sign: 

Print: Jane Gardner

Deputy PFCC

Date signed: 9 August 2021

I do not agree the recommendations to this report because:

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Sign:

Print:

PFCC/Deputy PFCC

Date signed:

Appendix A – Due Diligence checklist

Name of organisation:

<u>Due Diligence</u>	<u>Area of review</u>	<u>Document seen</u>	<u>Date of document</u>	<u>Commentary of findings</u>	<u>Reviewed by – Head of Finance or Strategic Head of Performance and Resources</u>	<u>Date completed</u>	<u>Decision of overall finance check</u>
Finance check	Most recent independently examined/audited accounts (where available).	<i>Audited accounts</i>	<i>01/01/01</i>	<i>No irregularities identified in accounts</i>	<i>Joe Bloggs</i>	<i>02/02/02</i>	<i>Pass</i>
	Cash position at the time of application	<i>Document explaining current position</i>	<i>01/01/01</i>	<i>Positive cash balance</i>	<i>Joe Bloggs</i>	<i>02/02/02</i>	

<u>Due Diligence</u>	<u>Area of review</u>	<u>What was searched and where</u>	<u>Screen shot results Positive/Negative / No matches</u>	<u>Commentary of findings (where there is a negative return provide as many details including screen shots as possible)</u>	<u>Reviewed by – Commissioning Officer</u>	<u>Date completed</u>	<u>Decision of news search</u>
Negative news search	Social media/news search	<i>Google search include</i> <i>- JB support</i> <i>- Joe Bloggs support</i> <i>One matching result. (see attachment)</i>	<i>Positive news matching result dated 01/01/01</i>	<i>Matching result was a positive story of the work being completed in Essex detailing project</i>	<i>Fred Claus</i>	<i>02/02/02</i>	<i>Pass</i>

<u>Due Diligence</u>	<u>Area of review</u>	<u>Document seen</u>	<u>Date of document</u>	<u>Commentary</u>	<u>Reviewed by</u>	<u>Date completed</u>	<u>Decision of overall documentation check</u>
<u>Organisations Governance</u>	Governing documents show how the charity is run including structure, name and purpose	<i>Charity constitution</i>	<i>01/01/01</i>	<i>Charity purpose in line with application. Clear trustee structure</i>	<i>Fred Claus</i>	<i>02/02/02</i>	<i>Pass</i>
	Review against companies' house or charity commission including review of trustees, board, and committee members e.g. no conflict of interest	<i>Search conducted on charity commission. Matching results with charity number - 123456</i>	<i>n/a</i>	<i>Charity commission registered, all documents up to date with the charity commission, 3 trustees names (in line with governance document). Trustees are not linked to any other organisation</i>	<i>Fred Claus</i>	<i>02/02/02</i>	
<u>Safeguarding</u>	Safeguarding policy reviewed showing robust procedures in place	<i>Safeguarding policy provided</i>	<i>01/01/01</i>	<i>Charity works with vulnerable adults. Safeguarding policy has clear training requirements, reporting mechanisms, roles, and responsibilities</i>	<i>Fred Claus</i>	<i>02/02/02</i>	
<u>GDPR</u>	How is the organisation compliant with GDPR	<i>GDPR Policy / explanation of GDPR policies</i>	<i>01/01/01</i>	<i>Policy shows lawful purpose of obtaining data (consent) Clearly articulated how information is used and stored including retention schedule</i>	<i>Fred Claus</i>	<i>02/02/02</i>	

<u>Due Diligence</u>	<u>Area of review</u>	<u>Type and detail of reference</u>	<u>Date of reference</u>	<u>Commentary</u>	<u>Reviewed by</u>	<u>Date completed</u>	<u>Decision of overall</u>
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<u>References</u>	Partner references obtained (where applicable)	<i>Email provided by CSP manager (attached)</i>	<i>01/01/01</i>	<i>CSP manager was supportive of project and it is in line with the CSP priorities</i>	<i>Fred Claus</i>	<i>02/02/02</i>	<i>Pass</i>
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